CLASS TITLE:  Computer Forensic Investigator

CHARACTERISTICS OF THE CLASS:  Under general supervision, oversees and performs forensic computer analysis to discover and gather electronic information in response to allegations of fraud, collusion and conflicts of interest engaged in by city employees and private contractors; and performs related duties as required.

ESSENTIAL DUTIES:  Conducts comprehensive technical analyses of operating systems, electronic mail, accounting software, databases and information stored on electronic devices; performs computer forensic services including digital evidence preservation, data recovery and database examination; secures and evaluates gathered evidence in order to establish the nature and extent of alleged improprieties; protects the integrity of existing data and recovers deleted, fragmented or encrypted files; interviews department managers, witnesses and subjects to obtain information concerning investigations; prepares written reports detailing investigation findings; testifies in criminal and civil court and before administrative hearings regarding results of investigations; inventories, preserves and maintains gathered evidence and ensures hardware and software tools are properly validated.

RELATED DUTIES:  May train and provide technical assistance to investigative staff in the conduct of computer forensic analysis.

MINIMUM QUALIFICATIONS:

Training and Experience.  Graduation from an accredited college or university with a Bachelor's degree or a related degree, including three years of experience in conducting forensic computer analysis, or an equivalent combination of training and experience.  A valid State of Illinois driver’s license is required.

Knowledge, Abilities and Skill.  Considerable knowledge of the laws and policies relative to the collection, recovery and preservation of computer data.  Considerable knowledge of computer hardware and software technology used in analyzing information systems.  Good investigative techniques.
CLASS TITLE: Computer Forensic Investigator (Cont’d)

Ability to conduct independent analysis of various computer media and interpret collected evidence. Ability to train and provide technical assistance to investigative staff in the conduct of computer forensic analysis. Ability to operate, evaluate and maintain computer hardware and software. Ability to prepare detailed technical reports of investigation findings.

Considerable skill in the application of forensic computer analysis. Considerable skill in the recovery of deleted, fragmented and encrypted data. Good investigative skills. Considerable analytical skills. Good oral and written communication skills.

Working Conditions. General office environment. Availability to work on a 24-hour call basis is required.

Equipment. Standard office equipment and computer forensic tools.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

August, 2006
City of Chicago
Department of Human Resources